



Parents User Guide to Edulink One



Parent Guide

A Parent's Guide to Getting Started with "Edulink One"

There are two ways to access Edulink One:

- Through a web browser like Google Chrome
- Through an app you can download to use on your mobile device.

The Edulink One app is available for iOS and Android devices.

Web Browser Instructions

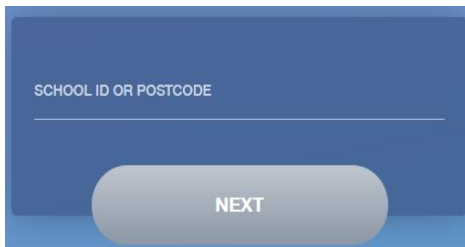
This is your school's individual login link if you use a browser to log in.

Start by going to <https://www.edulinkone.com/#!/login>

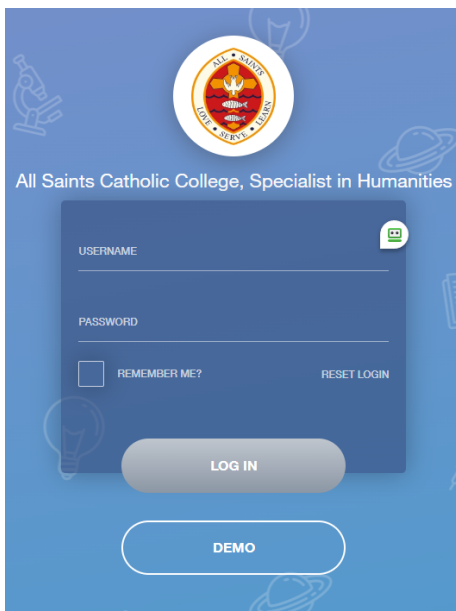
After clicking the link this will take you straight to the Edulink One login page.

You will need to enter the **School ID** – ASCC or **Postcode** HD2 2JT.

Click **Next**.



A screenshot of the Edulink One login page. It features a dark blue background with a white text input field labeled "SCHOOL ID OR POSTCODE". Below the input field is a large, rounded, light blue button with the word "NEXT" in white capital letters.



A screenshot of the Edulink One login page for All Saints Catholic College. The page has a blue background with a school crest at the top center. Below the crest, the text "All Saints Catholic College, Specialist in Humanities" is displayed. The login form includes a "USERNAME" field, a "PASSWORD" field, a "REMEMBER ME?" checkbox, and a "RESET LOGIN" link. At the bottom of the form are two buttons: "LOG IN" and "DEMO".

Enter your **Username** and **Password** that has sent to you.

If you have not received an email with your login details or have forgotten the credentials, please contact school to resolve this issue.

Once you have filled in the username and password boxes with your login details, click **LOG IN** to get started.

Downloading and Using the App

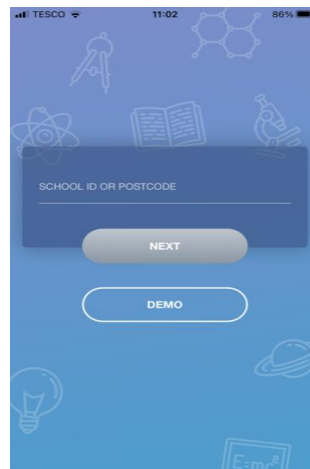
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

- **Apple App Store**

<https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8&ign-mpt=uo%3D4>

- **Android Google Play**

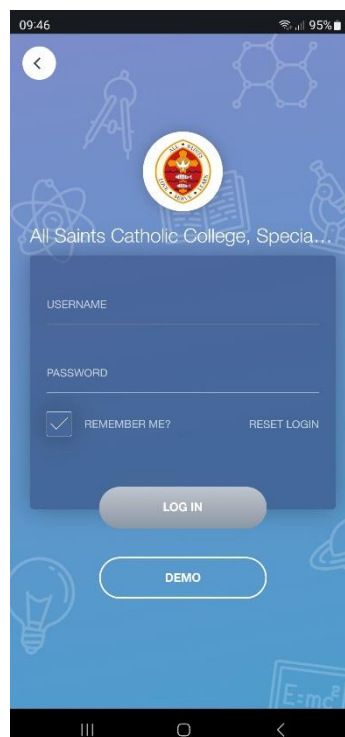
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>



If you are using the mobile app you will see the screen to the left. You must input the **School ID - ASCC** or **Postcode – HD2 2JT** and click the **Next** button to continue.

This is followed by the **USERNAME** and **PASSWORD** screen where you need to enter the login details your school has sent you.

Once you have filled in all three boxes with your login details, click **LOG IN** to get started.

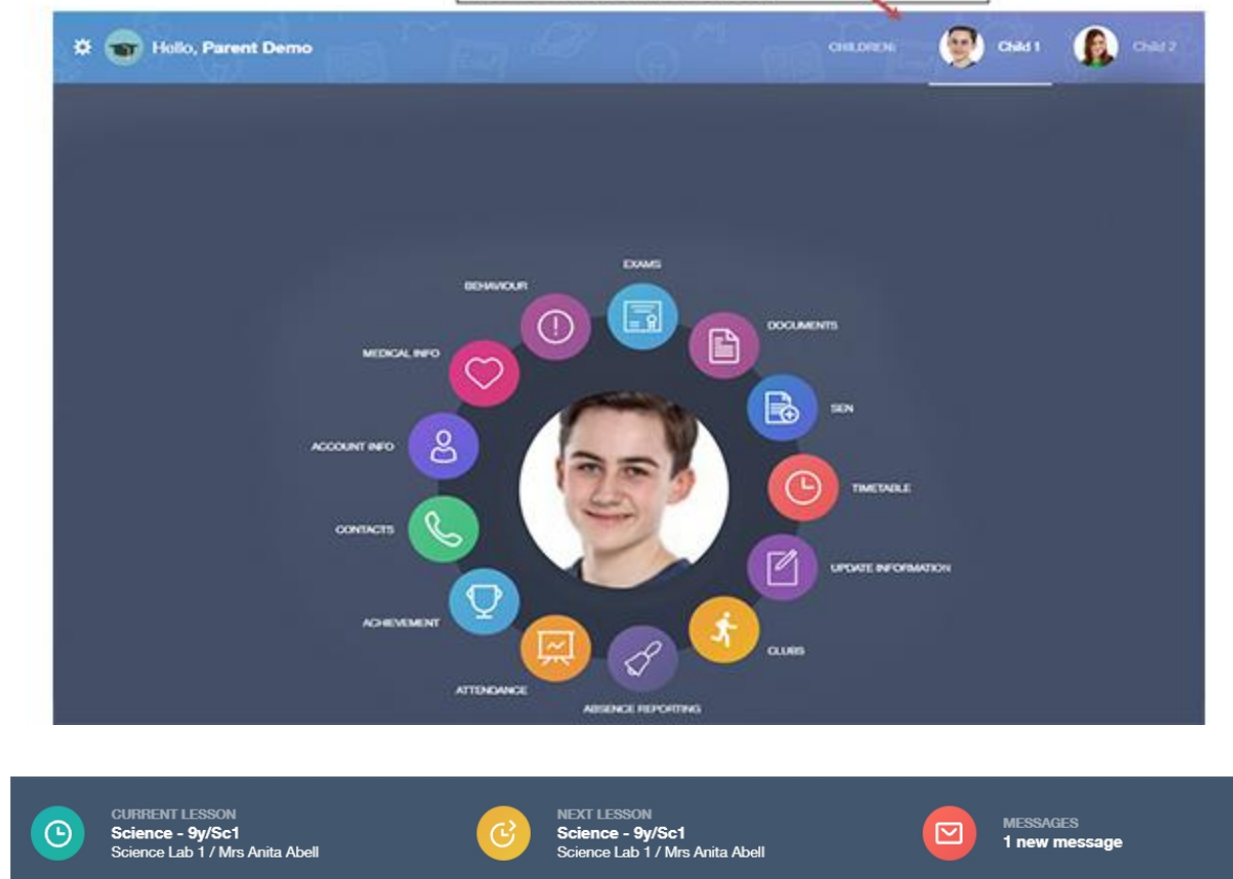


Main Screen

Once logged in, you will see the main screen in Edulink One. The information held in your account relates to your child/children. You will be able to navigate through the different sections of Edulink One by clicking on the icons, e.g. to view your child's attendance, click the **Attendance** icon.

Please see an example of the main screen below. The options vary as we are introducing sections throughout the year.

If you have more than one student in school, it's easy to switch between each one. Just select which child you would like to view in the top right-hand corner. If you can't see all your children that attend the same school, please contact your school.



This bar shows you what **lesson** your child is currently in, along with the next lesson in their timetable.

The **messages** button will let you know if you have any unread messages from the school.

Behaviour



The behaviour button will give you access to **view behaviour records, detentions and lesson behaviour**, which have been assigned to your child. Information on detentions and graphs on lesson behaviour are also shown.

Behaviour Records Tab

This tab will show you detailed information about any behaviour incidents which have been logged on Edulink One by staff. As the example below shows, each behaviour incident that has been recorded will show you when the incident occurred and details about the incident such as the type, location and the action taken.

BEHAVIOUR RECORDS					LESSON BEHAVIOUR	DETENTIONS	REPORT CARDS
Type & Date	Comment & Teacher	Action & Info	Location & Status	Points			
13/03/2021 Disruptive Behaviour in Class	Decided that repeatedly discussing Love Island was more important than listening	- Science - 10yz/Sc1 - Mon:4	- Resolved	10			
28/02/2021 Homework Issue	Mrs A. Abell Finally ran out of excuses why he has not completed his homework	Detention Music - 10yz/Mu4 - Wed:6	- Resolved	20			
28/02/2021 Disruptive Behaviour in Class	Mr A. Blacker Acting out balcony scene from on top of the table - he was Romeo!!	- English - 10yz/En3 - Tue:2	- Unresolved	10			
17/02/2021 Defiance	Mrs A. Abell -	Actions Agreed German - 10X/Gn2 - Tue:2	- Resolved	10			
				Total Negative Points		816	

Detentions Tab

The detentions tab will show you any detentions which have been assigned to your child, including the date, start and finish times, the location and whether your child has attended.

BEHAVIOUR RECORDS						LESSON BEHAVIOUR	DETENTIONS	REPORT CARDS
Date	Type	Location	Start Time	End time	Attended			
06/03/2021	Creative Faculty Detention	Art Room 1	09:46:00	16:00:00	Not Attended			
02/03/2021	SLT Detention	Business Studies 1	12:00:00	12:30:00	Attended			

Achievement



This section is where you can view information on positive achievements that have been awarded to your child. Very similar to the behaviour section, you are able to see who awarded the points and the reason for the award.

See the example below.

Type & Date	Comment & Teacher	Activity & Info	Award	Points
02/05/2021 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity -	- Achievement Award	10
01/04/2021 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	English 11y/En1 - Wed:2	- Achievement Award	15
17/03/2021 Musical Activity	Mr Adrian Blacker Grade 2 on Keyboard	Music 11y/Mu1 - Tue:4	- Achievement Award	10
17/02/2021 Gold Award	Mr Adrian Blacker 99% in his end of topic test	Mathematics 11y/Ma3 - Mon:1	- Achievement Award	30
01/11/2015 Academic Achievement	Mr Adrian Blacker Jimmy has learned PHP on his own time as a result has	Information & Communicati		

Total Achievements Points **145**

Documents



In this section you will find all the individual reports related to your child.

This includes profile reports and progress checks. Historical reports from previous years will be stored here and will be available for you to download in PDF format whenever you choose.

File Name	Type	Date	Download
Demo_example_document.pdf School Report - Jimmy Abbey	General Document	13/03/2013	
Demo_example_document.pdf Individual Behaviour Report	General Document	08/03/2013	

Medical Info



This section contains medical information that you have supplied school regarding your child. Details on medical conditions, medical notes, medical practices, and medical events such as appointments can all be viewed here. Allergy lists and other attachments can be downloaded in PDF format.

Emergency Consent: ✗

Dietary Needs

Artificial colouring allergy

Medical Notes

Summary	Last update	Attachment / note
To be obtained from previous school	2017-05-04	To be obtained from previous school

Medical Practices

Name	Phone	Email	Address
Better Surgery	01224 856102	None recorded	20 East Street, East Town, United

Update Information



This section shows you the contact information that the school has on record for yourself and your children.

Here you can review the contact information we hold for you. You will also be able to update this with any changes that may occur to this information. When updated information is submitted through Edulink One, this will be picked up by the designated personnel in school in charge of updating records. It will be checked by them and approved.

This side allows you to select whose details you want to check / change.

This side allows you to read and edit the current contact information for the selected person.

Jonas Aaron

07333 673341 Mobile

Addresses

Location	Addresses
Home	1 Ely Road Milton Cambridge CB24 6DD

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.

SAVE

Jonas Aaron

Basic

This is Basic information regarding your child please ensure you change this information carefully

Title

Mr

Preferred forename

Jonas

Preferred surname

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.

SAVE

To update information using the Edulink One app on a mobile phone, click on the **Data Collection/ Update Information** icon and the screen will open.

Data Collection

Jonas Aaron

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.

SAVE

Basic

This is Basic information regarding your child please ensure you change this information carefully

Title

Mr

Preferred forename

To update your own information, complete the fields under your name. If you need to update information for a child, you need to click on the **Switch Account** arrows beside your name. Then, select the child you need to update the information for. Complete the information in the fields as usual.

The screenshot shows the 'Data Collection' app interface. At the top, there is a home icon, the text 'Data Collection', and a notification icon with '1720'. Below this is a back arrow and a graduation cap icon. The name 'Jonas Aaron' is displayed with a red box around two horizontal arrows pointing left and right, indicating the 'Switch Account' function. Below the name is a paragraph of text regarding the General Data Protection Regulation 2018. A green 'SAVE' button is visible. At the bottom, there is a 'Basic' information section with a 'Title' dropdown menu currently set to 'Mr' and a 'Preferred forename' field.

This screenshot shows the same 'Data Collection' app interface, but with a red box highlighting a list of names: 'Jonas Aaron', 'Chris Aaron', 'Liz Aaron', and 'Sophie Aaron'. Below the list, the 'Basic' information section is partially visible, showing the 'Title' dropdown menu set to 'Mr' and the 'Preferred forename' field.

Absence Reporting



This feature allows you to send a direct message to the attendance officer to notify the school of your child's absence or upcoming absence.

The example below shows you how to select the time and date for the absence request and the reason for the absence.

The screenshot shows a form for reporting an absence. On the left, there is a purple card with a circular profile picture of a boy and the name 'Jimmy Abbey'. The form fields are: 'From *' with a date and time picker, 'To *' with a date and time picker, and 'Reason for Absence *' with a text input area. At the bottom, there are 'SEND' and 'CANCEL' buttons.

Links



This section contains links to resources for students to use. There are also links specifically for parents.

Exams



The exams section contains detailed information about upcoming exams that your child will be sitting.

It includes the **Exam Timetable** along with the exam name and location. Your child also has access to this so they can keep track of upcoming exams themselves.

Exam Timetable

DOWNLOAD EXAM TIMETABLE EXAM ENTRIES EXAM RESULTS 					
235 days, 20 hours and 37 minutes until the start of 8300H Mathematics Tier H (Mathematics Paper 1 Tier H) exam					
Date & Start Time	Board & Level	Code & Exam	Room	Seat	Duration
24 May 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/1H) Mathematics Tier H (Mathematics Paper 1 Tier H)	TBA	TBA	1hr 30m
09 Jun 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/2H) Mathematics Tier H (Mathematics Paper 2 Tier H)	TBA	TBA	1hr 30m
13 Jun 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/3H) Mathematics Tier H (Mathematics Paper 3 Tier H)	TBA	TBA	1hr 30m

Exam Entries

EXAM TIMETABLE EXAM ENTRIES EXAM RESULTS		
Season	Board & Level	Code & Exam
June (Summer) Exams 2022	AQA GCSE/9DA	8464H Combined Sci: Trilogy Tier H
June (Summer) Exams 2022	AQA GCSE/9FC	8100 Citizenship Studies
June (Summer) Exams 2022	AQA GCSE/9FC	8520 Computer Science
June (Summer) Exams 2022	AQA GCSE/9FC	8700 English Language
June (Summer) Exams 2022	AQA GCSE/9FC	8300H Mathematics Tier H
June (Summer) Exams 2022	OCR GCSE/9FC	J536A Music-OCR Repository

Timetable



Parents and students both have access to this section, which allows you to view your child's school timetable. This shows you information on what lessons your child has each day and who the teachers are for those lessons.

This week ▾					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
Period	Subject	Room	Teacher	Start	End
1	German (11C/Ge1)	Language Room 7	Mr B Kinross	09:15	10:15
2	German (11C/Ge1)	Language Room 7	Mr B Kinross	10:15	11:15
3	Computer Science (11B/Co1)	IT 2	Mr V Stockill	11:35	12:35
4	Computer Science (11B/Co1)	IT 2	Mr V Stockill	12:35	13:35
5	Citizenship (11A/Ci)	Art Room 2	Mr J Brown	14:30	15:30

Account Info



Here you can view the current address details the school has on file for your child. Other information on your child's year group, house and tutor are also available.

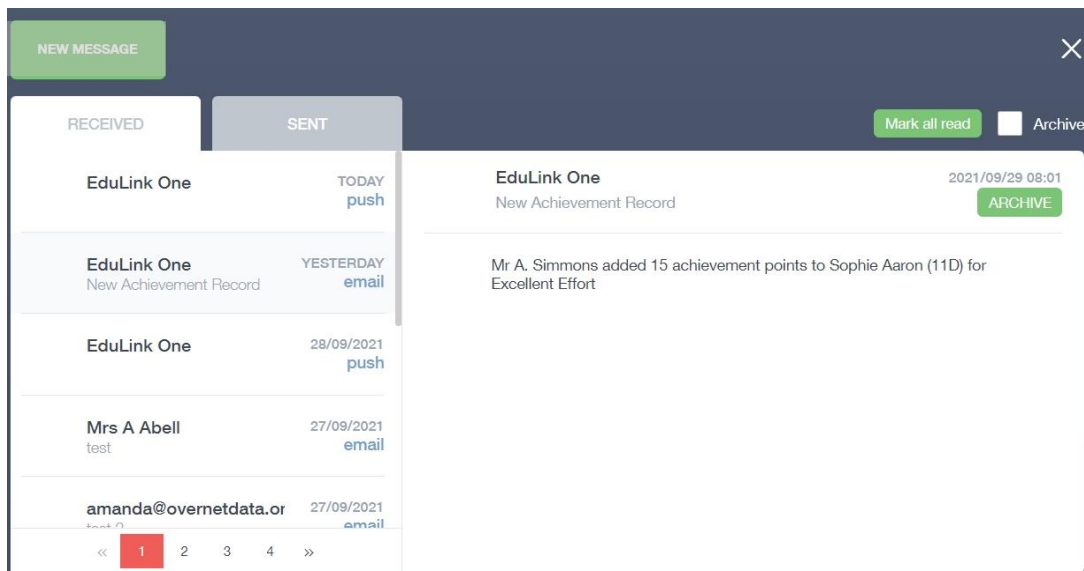
 <p>Jimmy Abbey</p>	Address 59 High Street, Bedford, MK40 1RZ, United Kingdom	Post Code MK40 1RZ
	Gender Male	Year Year 13
	Form Group G	Form Tutor Mr Martin Unwin
	Date Of Birth 17-04-1998	

Messages



The message button can be found in the bottom right of the screen. Here you can read messages that have been sent through to you from staff at the school.

In the example below, the received tab is where any messages sent to you from the school will be. You have the option to read the messages from here.



Forms



You can complete a form sent by the school in the Forms icon. We will send out forms for many reasons: school trips, permission forms etc...

The forms screen is created as a list, providing details about your child/children, the due date and whether you have completed the form or not. You need to click on a form to fill it out.

Form Name	Child	Due Date	Completed
safe guarding policy	Child 1 Demo	11/11/2018 11:10	✗
homework policy	Child 2 Demo	11/11/2018 11:10	✓

A new window opens where you can read the details regarding the form and make any necessary selections or comments.

FORM



Zoo Trip Yr 11

Year 11 trip to London Zoo

Year 11 students who do Geography GCSE will be going to London Zoo on the 1st April as part of their coursework research. There is no cost for the trip as this is being covered by the school but they may wish to bring money for souvenirs and lunch or alternatively they should bring a packed lunch. Students need to wear school uniform and be ready to leave at 8am from the bus bay at the front of the school. Students are expected to return at 6pm the same day.

I give my consent for my child to attend the London zoo trip: *

CANCEL

SUBMIT

To fill in a form, select an answer from the dropdown list, e.g. yes or no. Then press Submit.

I give my consent for my child to attend the London zoo trip: *


- Yes
- No

Contacts



This section contains parent contact information. Details on telephone and mobile numbers, email, address, and parental responsibility can be viewed here.

If you notice any out-of-date details, you can update them in the Update Information area.

 <p>Chris Aaron</p>	<p>Father Mr Jonas Aaron</p>	<p>Parental Responsibility ✓</p>
	<p>Address 1 Ely Road, Milton, Cambridge, CB24 6DD, United Kingdom</p>	<p>Phone Number 07333 673341</p>
	<p>Email Aaron@example.com</p>	<p>Mobile Phone 07333 673341</p>
	<p>Priority 1</p>	

Attendance

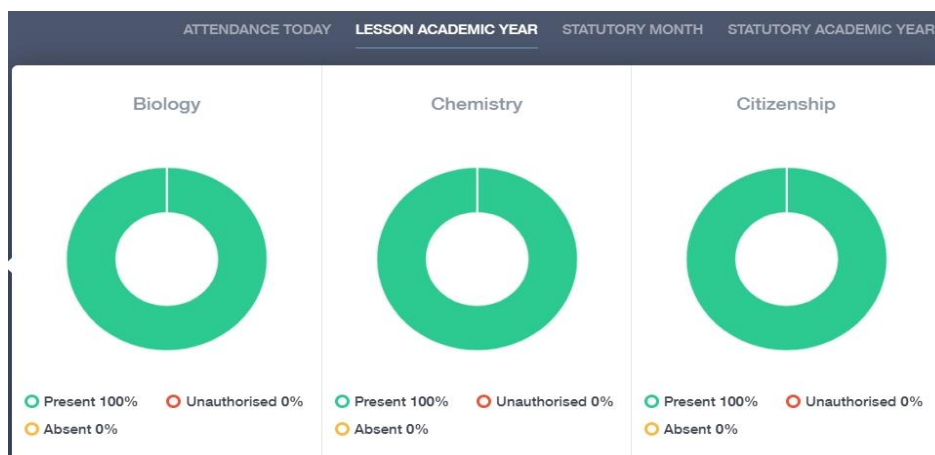


The attendance area lets you see which lessons your child/children has that day and whether they have been marked as present or absent. In the **Attendance Today** tab, you can see this for both statutory registration and lesson registration.

Below the statutory registration information is a list of the child's lessons for each period of the day.

ATTENDANCE TODAY				LESSON ACADEMIC YEAR	STATUTORY MONTH	STATUTORY ACADEMIC YEAR
Statutory						
Session	Mark	Present				
AM	/ Present (AM)	✓				
PM	\ Present (PM)	✓				
Lessons						
Period	Lesson	Mark	Present			
Fri:1 9:15 - 10:15	Religious Education (11y/Re2) Mrs J. Darby	- All should attend / No mark recorded	...			

Additionally, you can see data regarding lesson attendance for the academic year, as well as statutory month data and statutory academic year data. The data in these sections appear as pie charts like the example below.

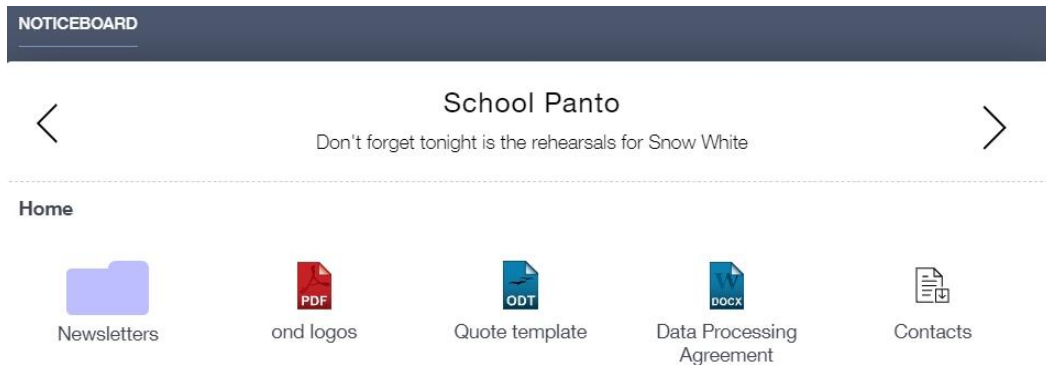


Noticeboard



The noticeboard is where parents can see news and upcoming announcements from the school. We will upload newsletters, documents and other useful information.

There is also a snippet section at the top that displays important announcements, like the date of the school photos / plays etc.

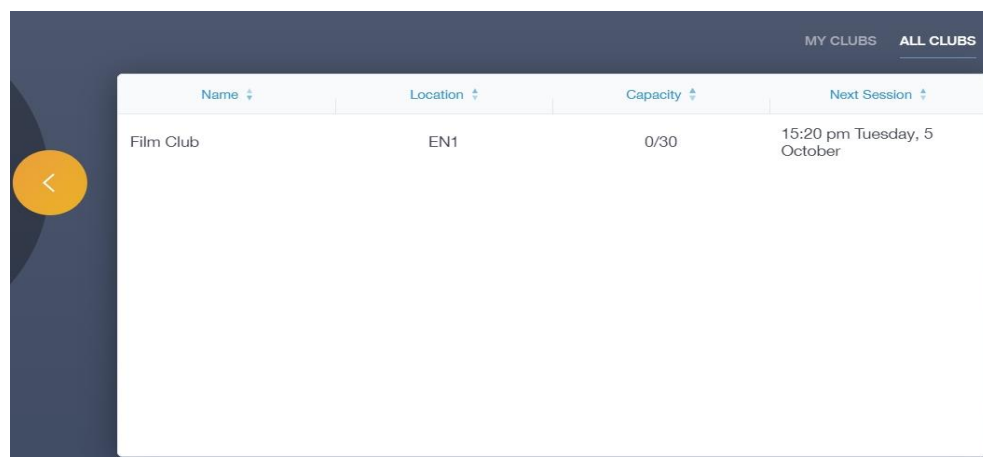


Clubs



Clubs are a great way for your child to get involved in extracurricular activities.

Parents can use the Clubs area to help their child sign up for open clubs the school is running. **Please be aware that your child cannot attend any club or after school event unless you have signed up for each individual event via this method.** For any club invitation, parents will see these under the **My Clubs** tab.



To reserve a place for your child to join a club, click on the club in the **All Clubs** tab.

Name	Location	Capacity	Next Session
Film Club	EN1	0/30	15:20 pm Tuesday, 5 October

Click on Club

Once you have clicked on the club, a new window opens where you can read about the club and decide to join it.

CLUB DETAILS ✕

Film Club

Location: EN1 Leaders: Mrs A. Abell, Miss H. Green

Description:
Learn to watch films critically and eventually make your own!
This club is perfect for the young director, actor or film buff.

All Dates:

Date	Attendance	Start	End
Tuesday, 5 October		15:20	16:20
Tuesday, 12 October		15:20	16:20
Tuesday, 19 October		15:20	16:20

[JOIN CLUB](#)

To join the club, parents should click on the **Join Club** button. It will now appear in your **My Clubs** tab.

CLUB DETAILS ✕

Year 8 Girls Hockey Training

Location: Field Leaders: Mrs A. Abell

Description:
This club is for girls in year 8 who wish to join our hockey team.
Training takes place Wednesday lunch times and Friday's after school.
Please make sure that you bring your winter PE kit including shin pads, hockey sticks can be provided for anyone needing one.

All Dates:

Date	Attendance	Start	End
Wednesday, 20 February		13:00	13:45
Wednesday, 27 February		13:00	13:45
Wednesday, 6 March		13:00	13:45

If you add your child to a club by mistake, you can choose to unbook them from the club. If the teacher signed your child up, your child will be expected to attend the club otherwise they must ask the teacher to cancel their place.

Parents can also view a child's attendance at a club. This appears after the fact and not during the session of the club.

Date	Attendance	Start	End
Monday, 6 September	✓	17:00	17:30
Friday, 24 September	✓	14:45	15:15

Future launches include

- **Assessment**
- **Calendar**
- **Homework**
- **Parents' Evening**